

Facility Safety Plan (FSP)

FSP# _____ Date Issued: _____ Date Expires: _____ Title: _____

1.0 Facility Description—Describe the facility, any unique features and the intended use.

2.0 Responsibilities and Authorities—Name the key positions for this facility: Associate Director(s), Assurance Manager(s), Facility Manager, Facility Point of Contact and Alternate, Building Coordinator/Facility Associate, Building AHJ, ES&H Team, WAA Coordinator & Operator, Responsible Person for QA of Facility Safety Systems.

3.0 General Building Safety Limits and Controls—

3.1 Identify significant systems or equipment important to safety and protection of the environment particular to this facility. Include the credited controls from the facility safety basis documents.

3.2 Identify key safety limits including Technical Safety Requirements (TSRs) and Operational Safety Requirements (OSRs) for this facility. Identify the Hazard Classification for this facility.

3.3 Facility Safety Related Hazards and Control—Describe facility safety hazards and controls including the following as applicable:

3.3.1 Access & Egress Control—Describe roof-access information, facility egress issues, designated confined spaces and their specific entry requirements, and evacuation plans.

3.3.2 Hazardous and Radioactive Materials Control—Describe how hazardous and radioactive materials are managed including the accounting method used to ensure controlled material quantities stay within acceptable limits.

3.3.3 Facility Hazards & Controls such as electrical, radiological, radiant sources, nuclear criticality, chemical, biological, cold/heat, pressure, machine shop, cranes/hoists, forklifts, etc.—Describe the hazards and controls used to maintain safe operations within the facility. These hazards and controls must address the generic operations in the entire facility. In addition, they may address specific projects.

3.3.4 Facility Plans—Describe the facility chemical hygiene plan and radiation protection plan, if applicable.

3.3.5 Potentially Contaminated Equipment—Describe facility policies for removing or repair of potentially contaminated equipment.

3.3.6 Working Alone and Food Consumption Policies—Describe facility working-alone and food consumption policies for work areas.

3.3.7 Personal Protective Equipment—Describe facility personal protective equipment required.

3.3.8 Facility Modifications—Describe how facility modifications are managed.

3.4 Facility Related Environmental Concerns and Controls—Describe facility environmental concerns and controls including the following as applicable:

3.4.1 Waste Handling (i.e., hazardous waste, radioactive waste, mixed waste handling, WAAs, SAAs, retention tank systems, permitted treatment units, etc.).

3.4.2 Air Emission Sources (i.e., permitted operations and conditions, exemptions and thresholds, NESHAPs, etc.).

3.4.3 Sanitary Sewer Effluent (e.g., categorical processes, industrial wastewater processes, etc.).

3.4.4 Storm Water Effluent (e.g., SWPPP requirements, etc.).

3.4.5 Other Environmental Concerns such as pollution prevention, endangered species protection, cultural resources management, and NEPA requirements.

4.0 Maintenance, Inspection, and Quality Assurance of Safety Systems and Equipment

4.1 For the equipment identified in Section 3.0, specify the required preventive maintenance and who in the facility is responsible for ensuring that maintenance is performed on these systems. Describe planned inspections, testing, and surveillance methods and frequencies. Specify the QA requirements to ensure operability of these systems.

4.2 Specify or reference plans for maintaining processes and systems identified as credited controls in the safety basis documents.

5.0 Facility-Specific Training Requirements—List any facility-specific training requirements that are unique to this facility. Include required reading. List visitor-training requirements.

6.0 Emergency Response Plans and Procedures—Describe the emergency actions required by building occupants. Attach or reference the Self-Help Plan(s), Evacuation Plan(s) Emergency Call Out Lists, and Emergency response plans and procedures.

7.0 References—List other important documents applicable to this facility (e.g., hazards analyses, safety basis documents, Engineering Safety Note, etc.).

Appendices—Attach or reference the following:

- Building Floor Plans
- Safety Plan Review Form
- Controlled and Uncontrolled Distribution Lists
- [Other]

Laboratory management requires that the controls specified in this Facility Safety Plan (FSP) be applied to all operations within this facility.

This FSP was prepared by: _____

Facility Manager or designee signature

Date

This FSP was concurred by: _____

ES&H Team Leader signature

Date

Site Manager or other required signature

Date

This FSP was approved by _____

Facility Associate Director signature

Date